

EXHIBIT F

Candidate Certification & Ballot Drawing

2016 Primary



Materials on Exclusive Content



➤ **Don't forget to check the Exclusive Content on the RPT website for all links, manuals etc. referenced in this presentation!**

- Memo & Step – by – Step Outline
- “How-to” Instructions from SOS
 - ✦ Candidate Filing Certification and Ballot Order Screenshots
- Notice of Ballot Drawing
- This power point!

Certification Process

2016 Primary



Basics of Certification



- **What is candidate certification and why is it important?**
 - Confirms that all candidate entry, for both public and party office is finalized and on the SOS website, listed correctly.
- **Local Certification**
 - Who: County Chair or proper authority.
 - When: As soon as possible, but before ballot drawing.
 - Where: On SOS website (twice).
 - ✦ Public candidates
 - ✦ Party candidates
 - How: Process shown on PDF.
 - ✦ In **Exclusive Content** under “Certifying Candidates & Ballot Order.”
- **Multi County/State Certification**
 - Who: Republican Party of Texas (RPT).
 - When: As soon as possible but required to do so by Dec 23rd.
 - Where: On the SOS website.
 - How: You will be notified by email from RPT that the list has been certified.

Ballot Drawing

2016 Primary



Basics



- **Ensures fairness for the Primary Election ballot.**
 - Drawing ensures random order in every county.
 - Scientific studies have shown those candidates listed first tend to receive more votes.
- **CANNOT be held before RPT candidate certification.**
- **Must be held in the County Seat.**
- **Must draw for ballot order in ALL contested races.**
 - From President to Precinct Chair*
 - All contested races from multi-county races
 - ★ Candidates who filed with RPT
 - All contested races for races entirely within the county.
 - ★ Candidates who filed with the County Chair
 - This includes Party Offices (County Chair & Precinct Chair)

Dates & Deadlines



*All can be done **PRIOR** to deadline!*

➤ **December 23rd** – Deadline for State Chair to certify candidates that should appear on the primary ballot to the county chairs (Sec. 172.028(b))

○ RPT will email you the list of certified candidates for the ballot drawing.

★ NOTE: we hope to certify the candidates sooner than the required deadline!!

➤ **December 23rd** – Deadline for chair to post notice on the commissioners court bulletin board of the date, hour, and place of ballot drawing.

○ If the ballot drawing is conducted on December 24, 2015:

- ★ If the party maintains an Internet website, the party must post the notice on the party's website.
- ★ All candidates who provide an email address on their filing form must be notified electronically of the drawing. (Sec. 172.082(e))

➤ **December 24th** – Deadline to conduct Ballot Drawing (Sec. 172.082(c))

Notification



➤ **24 hours in advance**

- Post time, date and location at the Commissioner's Court Bulletin Board.
- Post on county party website (if you have one) [new state law]

➤ **Precinct Chairs**

- They should be invited and may draw for candidates not in attendance, including multi-county candidates.

➤ **Candidates for office or candidate representative**

- If the candidate listed an email on their ballot application you must notify them via email (State Law)

➤ **Media**

- Invite them -- this is a great opportunity for some earned media and alert candidates that media may be there.

Procedure



- Start at the top of the ballot (the highest office on the ballot – President) using a method of chance determine the ballot order. Have a “sample ballot” ready to mark positions and for candidate to acknowledge name spelling, office, and position.
- Several styles of chance are listed for you to choose from:
 - ✦ **Numbers in a hat**
 - #1 = first name on the ballot, #2 = second name on the ballot, etc.
 - ✦ **Cards in a Deck**
 - High card = first name listed on ballot, 2nd highest card = second name listed on ballot, etc.
 - ✦ **Dominoes**
 - High domino = first name listed on ballot, 2nd highest domino = second name listed on ballot, etc.

Procedure



➤ Who draws for the order?

- Invite the candidate to come and draw for his/her place or send a designee from the official campaign.
- ✦ **By law you are required to invite any candidate that listed his/her email on his/her ballot application.**
- ✦ Another great chance for earned media!
- ✦ Make sure to take pictures and send to media, post on website & social media
- Have an activist stand in for the candidate to draw.

➤ Trust but verify!

- Ask candidate, candidate designee, or volunteer who “drew” for order sign or initial next to his/her name/candidate to verify order, office and correct spelling of name.
- ✦ Have this with you when proofing your paper and programmed ballots

Procedure



➤ **Move down the ballot repeating the same procedure for each contested race.**

- NOTE: You will do ALL of the races on the primary election ballot including contested races for:
 - County Chair
 - Precinct Chair

NOTE: As you move down the ballot, make sure someone is writing down the order on a Sample Ballot.

Enter into SOS



➤ Enter Ballot Order on the SOS website

- You will enter the number next to the candidate's name for each contested race.
 - ✦ Public Office
 - ✦ Party Office

➤ After entering & reviewing the ballot order for each office

- Certify your ballot order
 - ✦ Public Office
 - ✦ Party Office

FAQs: Certification



➤ **Do we still use the paper forms as in the past?**

- NOPE! Everything will be done on the SOS website.

➤ **How will my County Clerk or Election Admin know when the ballot drawing is done?**

- You will notify them by email that the certification and ballot drawing have been completed.
- The list that is then reflected on the SOS website will be the offices in order and the candidates in order within each office!